

Minutes of the Council of the Municipality of Mulgrave-et-Derry

MUNICIPALITY OF MULGRAVE-ET-DERRY REGULAR MEETING OF AUGUST 7, 2025

In case of discrepancy, the French version prevails over the English translation.

AGENDA

1. Opening of the meeting

2. Adoption of the agenda

3. Follow-up(s) to the last Council meeting

There are currently no topics on the agenda for the section.

4. Speech to the mayor and Correspondence

4.1. Address to the Mayor

4.2. Correspondence

-Letter from the Ministry of Transport and Sustainable Mobility - Roads Assistance program

5. Citizens' Question Period

6. Registry and Legal Affairs

6.1 Adoption of the minutes of the regular meeting of July 3, 2025

6.2 Awarding of the contract for the emergency work project on Route 315 – Chemin de la Montagne Noire

6.3 Awarding of the contract for the collection of bulky items

7. Human Resources

7.1 End of employment term for employee number 61-PERJEA

7.2 Hiring of the building and environmental inspector

7.3 Posting to fill the position of deputy clerk

7.4 Employee orientation policy

8. Finances – treasury

8.1 Selective list of checks, debits, and direct deposits

8.2 Statement of accounts

8.3 Detailed financial report as of July 15, 2025

8.4 Authorizations - Signatories to National Bank of Canada bank accounts

8.5 National Bank of Canada (NBC) credit cards

8.6 Closing the Caisse Desjardins line of credit

8.7 Opening the National Bank of Canada line of credit

8.8 Opening a bank account for emergency measures

9. Civil security and fire safety

9.1 Monthly Report from the Fire Department Director

- No report is currently available

10. Public Works – Roads

10.1 Monthly Report from the Public Works/Roads Foreman

- No report is currently available

11. Urban planning, development, and environment

- Currently without any available reports from the inspector of the urban planning and environment service

12. Communication, leisure, and culture

12.1- There are no monthly reports available at this time

13. Agenda for the motion notices and regulations

13.1- There are no items listed on the section

14. Miscellaneous business

- A donation has been made to the Résidence Le Monarque

15. Citizen's Question Period

16. Question and comment period for Council members

17. Adjournment of the meetin

MINUTES

The regular session of the Mulgrave-et-Derry Municipal Council took place on August 7, 2025, at 7:30 PM in the council chamber located at 560 Avenue de Buckingham, Gatineau. Present at the meeting were councilors Lorraine Rochon, Chantal Soucy, and Gerald Teske.

John Abraham and Charles Meunier provided justifications for their absence.

The quorum was formed under the chairmanship of Mayor Marcel Beaubien.

Mr. Mario Briggs, Certified General Manager and Clerk-Treasurer, was also present.

Four (4) people attended the meeting.

1. Opening of the session

Mayor Marcel Beaubien opens the regular session and welcomes the attending council members.

Mayor Marcel Beaubien asked the council members if they believed they had a conflict of interest regarding the items to be discussed on the agenda.

2. 2025-08-088 - Adoption of the agenda

It is proposed by Gerald Teske

RESOLVED

THAT the agenda for this meeting be adopted as presented.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

3. Follow-up(s) to the last Council meeting

- There is no topic for this section.

4. Speech to the mayor and Correspondence

4.1 Address to the mayor

Welcome words and welcome to the citizens

4.2 Correspondance

Letter from the Ministry of Transport and Sustainable Mobility - Road assistance program

5. Question period for citizens

There were questions about:

- Follow-up on the lawsuit between the Lac-en-Coeur Homeowners Association and the municipality
- Transportation of the heavy truck on Smallian Road related to logging
- The indefinite closure of the eco-centre in Lochaber
- Information on the website and a mailing regarding the referendum on the La Loutre mining project
- Update of election information on the website in both official languages.

6. Registry and legal affairs

6.1 2025-08-089 - Adoption of the minutes of the ordinary meeting of July 3, 2025

In accordance with article 201 of the Municipal Code of Quebec, the minutes of the regular meeting of July 3, 2025, are filed at this meeting.

It is proposed by Gerald Teske

RESOLVED

TO ADOPT the minutes of the ordinary meeting of July 3, 2025.

Note: Mayor Marcel Beaubien asks if the adoption of this resolution is unanimous.

Adopted unanimously.

6.2 2025-08-090 - Award of contract for the emergency work project on Route 315 – Chemin de la Montagne Noire

WHEREAS the Municipality of Mulgrave-et-Derry has received bids for emergency work on Route 315 - Chemin de La Montagne Noire, according to the tender documents, Team Laurence File No. 267-0007, dated June 25, 2025;

WHEREAS the municipality has received two (2) bids;

WHEREAS the first bid is for \$45,867.30 plus tax from Les Pavages Lafleur & Fils Inc.;

WHEREAS the second bid is for \$46,752.08 plus tax from Le-Bo Excavation;

It is proposed by Gerald Teske

RESOLVED

TO ACCEPT the tender in the amount of \$45,867.30 plus taxes from Les Pavages Lafleur & Fils Inc.;

TO AUTHORIZE the Certified General Manager and Clerk-Treasurer, Mr. Mario Briggs, or the Deputy General Manager, Ms. Anne Pilon, to disburse the necessary amounts and sign all documents giving effect to this resolution, retroactive to July 7, 2025.

TO ACCOUNT for the expenditure in budget item number 23-040-19-000.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

6.3 2025-08-091 - Award of contract for the collection of bulky items

WHEREAS the Municipality of Mulgrave-et-Derry must offer a bulky item collection service;

WHEREAS the bulky item collection service is not part of the Mulgrave contract;

WHEREAS the municipality has received one (1) bid from André Hayes in the amount of \$4,000 plus taxes;

WHEREAS the collection will take place on September 17, 2025;

WHEREAS a mailing will be sent out shortly to inform residents;

It is proposed by Chantal Soucy

RESOLVED

TO ACCEPT the bid of \$4,000 plus taxes from André Hayes' business;

TO AUTHORIZE the Certified General Manager and Clerk-Treasurer, Mr. Mario Briggs, or the Deputy General Manager, Ms. Anne Pilon, to disburse the necessary amounts;

RECORD the expenditure in budget item number 02-452-20-446.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

7. Human Resources

7.1 2025-08-092- End of mandate of employee number 61-PERJEA

WHEREAS the employee was hired temporarily on a part-time basis for a fixed term until the municipality hires a qualified building inspector;

WHEREAS Council wishes to complete the transition from temporary to permanent employment;

WHEREAS submitted his resignation on July 30, 2025;

WHEREAS the Certified Director General and Clerk-Treasurer, Mr. Mario Briggs, accepted the resignation of employee 61-PERJEA, on July 30, 2025;

WHEREAS posted the position to fill the permanent full-time building inspector position;

WHEREAS the Certified General Manager and Clerk-Treasurer presented the decision summary to the council members at a previous meeting;

WHEREAS the council members reviewed the recommendations of the Certified General Manager and Clerk-Treasurer at a previous meeting;

It is proposed by Lorraine Rochon

RESOLVED

TO AUTHORIZE the Certified General Manager and Clerk-Treasurer, Mr. Mario Briggs, and/or the Deputy General Manager, Ms. Anne Pilon, to sign on behalf of the Municipality all necessary documents to complete the termination of employee number 61-PERJEA's term.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

7.2 2025-08-093 - Hiring of the Building and Environmental Inspector

WHEREAS the recruitment process was carried out in accordance with the municipal Council's request;

WHEREAS the applications received were reviewed by the Certified General Manager and Clerk-Treasurer;

WHEREAS the Certified General Manager and Clerk-Treasurer submitted these recommendations to the council members;

It is proposed by Lorraine Rochon

RESOLVED

TO AUTHORIZE the hiring of Ms. Carol-Anne Trottier as a permanent, full-time Building and Environmental Inspector, effective August 11, 2025;

THAT Ms. Carol-Anne Trottier, hired by said resolution, act as the Municipal Building and Environmental Inspector and as a designated municipal official under section 119 of the Act respecting Land Use Planning and Development (LAU) as being responsible for issuing permits, certificates, and attestations of conformity;

THAT Ms. Carol-Anne Trottier, Building and Environmental Inspector for the Municipality of Mulgrave-et-Derry, be responsible for enforcing the urban planning and municipal by-laws for which the municipal officer, building and environmental inspector, or designated official is appointed;

THAT Ms. Carol-Anne Trottier, Building and Environmental Inspector for the Municipality of Mulgrave-et-Derry, be authorized to issue notices of violation for all applicable urban planning and municipal by-laws by the municipal officer, the Building and Environmental Inspector, or the designated official;

TO AUTHORIZE the Certified Director General and Clerk-Treasurer to sign, on behalf of the municipality, all necessary documents to complete the hiring of Ms. Carol-Anne Trottier as Building and Environmental Inspector.

Note: Mr. Marcel Beaubien, Mayor, asked if the adoption of this resolution is unanimous.

Adopted unanimously.

7.3 2025-08-094 - Permanent position posting – deputy clerk

WHEREAS the Certified Director General and Clerk-Treasurer submitted these recommendations to the council members;

WHEREAS it is necessary to hire a full-time deputy clerk, a permanent position, to meet administrative needs;

It is proposed by Chantal Soucy

RESOLVED

TO AUTHORIZE the posting of the Deputy Clerk position on the municipality's website, the MRC website, and the FQM website;

TO AUTHORIZE the Certified Director General to complete the recruitment process and submit the decision summary of the applications at a later meeting.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

7.4 2025-08-095 - Employee Orientation Policy

WHEREAS the Municipality of Mulgrave-et-Derry wishes to supervise and support employees in their duties;

WHEREAS the absence of an employee orientation policy;

It is proposed by Gerald Teske

RESOLVED

THAT this council wishes to adopt an employee orientation policy.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

8. Finances – treasury

8.1 2025-08-096 - Selective list of checks, direct debits and direct deposits

WHEREAS it is appropriate to authorize payments for the period from July 1 to 15, 2025;

It is proposed by Chantal Soucy

RESOLVED

TO ADOPT the automatic debits, direct deposits, and checks from July 1 to 15, 2025, totaling \$214,584.81;

TO AUTHORIZE the Certified General Manager and Clerk-Treasurer to make the payments.

AVAILABILITY CERTIFICATE

I, Mario Briggs, Certified General Manager and Clerk-Treasurer, certify that I have the funds available in the operating budget to cover this expenditure.

Mario Briggs
Certified General Manager and Clerk-Treasurer

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously

8.2 Statement of Accounts

The statement of accounts for the Municipality's various bank accounts is submitted to elected officials for review.

8.3 Filing of the detailed financial report from July 1 to 15, 2025

0234-DD	Infotech - License and installation: Election laptop	826.11
00235-DD	Mun. De Mayo - Public safety and fire department	146,864.74
00236-DD	Mun. Reg. Comté de Papineau - Radios licenses	96.70
00237-127	Bell Canada - Library telephone: July	39.71
00238-DD	Ass. Des Lacs Lombards - Costs sharing: Jan. to June	2,127.55
00239-DD	Mun. De l'Ange-Gardien - RFU Fire department	46,041.13
00240-128	Dépanneur Mauzeroll - Stamps	73.88
00241-DD	Waste Management - Service: June 16 th to 30 th	531.50
00242-129	Hydro QC - Service office, garage and streetlamps	724.14
00243-DD	Adtex Enr. - Website update: July	51.74
00244-8213	Direction gestion Fonds MERN - Land transfer tax	18.00
00245-DD	Microrama - 2 laptops, service and July backup	5,382.86
00246-DD	RCGT - Audit recycling collection costs	1,897.08
00247-130	Vidéotron - Service: August 1 st to 31 st	385.05
00248-DD	Canton de Lochaber - Waste, recycling and coCentre	5,461.89
00249-DD	Mun. De Notre-Dame de Salette - Waste/recycling	3,750.00
00250-DD	Sanivac - Septic tank emptying	312.73

Total **214 584,81\$**

In accordance with the provisions of the Municipal Code of Quebec, the Certified General Manager and Clerk-Treasurer shall provide elected officials with a summary financial statement as of July 15, 2025.

8.4 2025-08-097 - Authorizations - Signatories of National Bank of Canada (NBC) bank accounts

WHEREAS it is appropriate to update the representatives on behalf of the Municipality of Mulgrave-et-Derry, number 82507, at the National Bank of Canada (NBC) following the hiring of the Director General and Clerk-Treasurer;

It is proposed by Gerald Teske

RESOLVED

TO AUTHORIZE Mr. Marcel Beaubien, Mayor, Ms. Chantal Soucy, Acting Mayor, Mr. Mario Briggs, Certified Director General and Clerk-Treasurer, and Ms. Anne Pilon, Deputy Director General and Assistant Clerk-Treasurer, as the representatives of the municipality with respect to any account it holds or will hold at the National Bank of Canada (NBC);

These representatives will exercise all powers relating to the management of the municipality and, without limiting the generality of the foregoing, in particular the following powers, on behalf of the municipality:

- Issue, accept, endorse, negotiate, or discount any check, promissory note, bill of exchange, or other negotiable instrument;
- Sign or approve any withdrawal, document, or voucher;
- Request the opening by the National Bank of any folios useful for the proper conduct of the municipality's operations;
- Sign any document and any agreement useful for the proper conduct of the municipality's operations.

The Certified Director General and Clerk-Treasurer, Mario Briggs, and the Deputy Director General, Anne Pilon, will exercise the following powers, on behalf of the municipality:

- Make any deposit, including the deposit of any negotiable instruments;
- Reconcile any account relating to the municipality's operations.

All other powers of the representatives shall be exercised as follows:

- Under the signature of two of them.

If one of the representatives adopts the use of a signature stamp, the municipality recognizes any signature so made as constituting a sufficient signature and will be bound by it, just as if it had been written, either by that representative or with their authorization, regardless of whether it was made without authorization, or for any other reason.

The powers mentioned in this resolution are in addition to those the representatives might otherwise hold. This resolution shall remain in effect until written notice of its amendment or repeal has been received by the National Bank of Canada.

THAT the Municipality of Mulgrave-et-Derry designates the following persons as authorized signatories for the said account:

Mr. Marcel Beaubien as Mayor, Ms. Chantal Soucy as Acting Mayor, Mr. Mario Briggs, Certified Director General and Clerk-Treasurer, and Ms. Anne Pilon, Deputy Director General.

THAT Ms. Marie-Agnès Lacoste be removed from the list of signatories.

Note: Mr. Marcel Beaubien, Mayor, asked if the adoption of this resolution is unanimous.

Adopted unanimously.

8.5 2025-08-098 - National Bank of Canada (NBC) credit cards

WHEREAS the appointment of Mr. Mario Briggs as Certified General Manager and Clerk-Treasurer;

It is proposed by Chantal Soucy

RESOLVED

TO AUTHORIZE the opening of a Mastercard credit card in the amount of \$10,000 in the name of the Certified General Manager and Clerk-Treasurer, Mr. Mario Briggs;

TO AUTHORIZE the opening of a Mastercard credit card in the amount of \$5,000 in the name of the Deputy General Manager Ms. Anne Pilon.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

8.6 2025-08-099 - Closure of the Caisse Desjardins line of credit

WHEREAS all our bank accounts are with the National Bank of Canada (NBC);

WHEREAS it is good practice and good financial management to simplify banking administration;

It is proposed by Chantal Soucy

RESOLVED

TO AUTHORIZE the closure of the Caisse Desjardins line of credit;

TO AUTHORIZE the Certified General Manager and Clerk-Treasurer, Mr. Mario Briggs, and/or the Deputy General Manager, Ms. Anne Pilon, to sign all documents on behalf of the municipality.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

8.7 2025-08-100 - Opening of the National Bank of Canada line of credit

WHEREAS the municipality needs a line of credit for unforeseen events;

WHEREAS it is good practice and good management of public funds to have a line of credit available to the municipality;

It is proposed by Gerald Teske

RESOLVED

TO AUTHORIZE the opening of a line of credit in the amount of \$300,000, or 20% of the current budget, in accordance with the Municipal Taxation Act;

TO AUTHORIZE the closing of the Caisse Desjardins line of credit.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

8.8 2025-08-101 - Opening a bank account for emergency measures

WHEREAS the municipality completed an emergency measures plan in 2019;

WHEREAS the emergency measures plan is a working tool to help the emergency measures coordinator manage and anticipate major unforeseen events;

WHEREAS it is good practice to anticipate public funds to carry out repairs to damage incurred from said unforeseen events;

It is moved by Chantal Soucy

RESOLVED

TO AUTHORIZE the Certified Director General and Clerk-Treasurer, Mr. Mario Briggs, and/or the Deputy Director General, Ms. Anne Pilon, to sign on behalf of the municipality all necessary documents to open a bank account dedicated to emergency measures;

TO AUTHORIZE the Certified Director General and Clerk-Treasurer, Mr. Mario Briggs, and/or the Deputy Director General, Ms. Anne Pilon, to transfer public funds in the amount of \$125,000 to the said bank account.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

9. Civil Security and Fire Safety

- No report is currently available.

10. Public Works-Roads

- No report is currently available.

11. Urban Planning, Development, and Environment

- No report is currently available.

12. Communication, Recreation, and Culture

- No monthly report is currently available.

13. Notices of Motion, Regulations

- No item is currently on the agenda for this section.

14. Miscellaneous Business

14.1 2025-08-102 - Donation – Résidence Le Monarque

WHEREAS the municipality has received a request for financial assistance from Résidence le Monarque;

It is proposed by Lorraine Rochon

RESOLVED

TO AUTHORIZE an amount of \$500;

TO AUTHORIZE the Certified Director General and Clerk-Treasurer, Mr. Mario Briggs, and/or the Deputy Director General, Ms. Anne Pilon, to make the payment on behalf of the municipality.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

15. Citizens' Question Period

The following topics were discussed:

- The resignation and posting of the building and environmental inspector's position
- The Résidence Le Monarque
- The winter road maintenance service offer
- The public posters opposing the La Loutre mine project

16. Period for questions and comments from members of the Council

17. 2025-08-103 - Adjournment of the meeting

It is proposed by Chantal Soucy

THAT the meeting adjourns at 8:17 p.m.

Note: Mr. Marcel Beaubien, Mayor, asks if the adoption of this resolution is unanimous.

Adopted unanimously.

SIGNATURE OF RESOLUTIONS BY THE MAYOR

"I, the undersigned, Marcel Beaubien, Mayor of the Municipality of Mulgrave-et-Derry, certify that the signing of these minutes constitutes my signing of all the resolutions contained therein within the meaning of Article 142 (2) of the Municipal Code."

And I have signed this _____

Marcel Beaubien
Mayor

Mario Briggs
Certified Director General and
Clerk-Treasurer